

**CITY OF MENASHA**  
**Plan Commission**  
**Council Chambers, City Hall – 140 Main Street**  
**January 20, 2015**  
**DRAFT MINUTES**

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**A. CALL TO ORDER**

The meeting was called to order at 3:34 PM by Mayor Merkes.

**B. ROLL CALL/EXCUSED ABSENCES**

PLAN COMMISSION MEMBERS PRESENT: Mayor Merkes and Commissioners Sturm, Schmidt, DeCoster and Cruickshank.

PLAN COMMISSION MEMBERS EXCUSED: Ald. Kevin Benner and DPW Radtke

PLAN COMMISSION MEMBERS ABSENT:

OTHERS PRESENT: CDD Keil and Steve Grenell.

**C. MINUTES TO APPROVE**

1. **Minutes of the December 16, 2014 Plan Commission Meeting**  
Motion by Comm. Schmidt, seconded by Comm. Cruickshank to approve the December 16, 2014 Plan Commission meeting minutes. The motion carried.

**D. PUBLIC COMMENT ON ANY ITEM OF CONCERN ON THIS AGENDA**

1. No one spoke.

**E. DISCUSSION**

1. **2015 Comprehensive Plan Amendment and Potential Zoning District Changes**  
CDD Keil described several areas where staff was contemplating changes and requested input from commissioners on those and any other areas where changes may be desired. Following discussion, consensus emerged that staff should pursue changes to zoning classifications in the 600 block of Racine Street and the 900 block of Plank Road.
2. **Lighting Standards for Residential Properties**  
CDD Keil reported on scenarios where there were neighbor conflicts related to yard lighting. These conflicts involved ambient night time lighting levels as well as instances where spot lighting was being directed toward neighboring properties.

Commissioners discussed :

- The prevalence of lighting related neighbor complaints
- Possible standards for residential lighting
- Enforcement considerations

Staff was directed to bring back additional information including what other communities may be doing to address the issue.

**F. ACTION ITEMS**

1. **Remove from Table - Proposed Amendment to Title 13 of the Menasha Code of Ordinances Pertaining to Electronic Message Center Signage**  
Commissioners discussed:
  - The spacing from residential properties within which a requirement for a Special Use Permit for an EMC would be triggered
  - Whether the standards for all commercial districts, other than the C-2 downtown district, should be uniform

- The appropriate size and placement of an EMC within a monument sign

The consensus among the commissioners was that staff should bring back an ordinance amendment that would establish 300 feet as the trigger for a Special Use Permit, to make the standards uniform for all commercial districts other than the C-2, and that the EMC placement should be limited to the lower one half of the monument sign.

#### **H. ADJOURNMENT**

Motion by Comm. Sturm, seconded by Comm. DeCoster, to adjourn at 4:50 PM. The motion carried.

*Minutes respectfully submitted by CDD Keil.*